



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

TURA Meeting
Tuesday, August 27th, 2009
5:30 P.M.

Board Members present: Don Hurd, Sally Clay, Aaron Zimmerman, Suzanne Weber, Carolyn Decker

Board Members absent: Sean Lambert (excused)

Staff Present: Mark Gervasi: City Manager, Admin. Assistant: Debbi Reeves

Guests/Public: Kurt Olson - Lincoln City Urban Renewal, Doug Henson

Chairman Don Hurd called the meeting to order at 5:30 P.M. Roll call was taken by **Reeves**. **Zimmerman** entered the meeting at 5:35 pm.

Hurd called for a motion to approve the minutes of the August 13th minutes.

- **Hurd** made the motion to approve the minutes as typed which was seconded by **Decker**. All members of the board seated voted to approve the minutes as presented. Motion carried.

Hurd asked for a motion to approve the bills. **Clay** asked who would be keeping track of the bills and categorizing them for budgeting purposes. **Reeves** stated the accountants would still be taking care of budgeting the bills and she would be sending them copies of the billings.

- **Weber** made a motion to pay the bills. **Decker** seconded the motion. Ayes were received by all board members present. The motion passed unanimously.

Hurd asked **Reeves** for an explanation of the financial report. She reported Baertlein and Phegley, CPA's had taken out the line for IGA Administration Services and replace it with Bookkeeping but they had corrected it and moved the figures for bookkeeping services to the Consulting Fee line.

Gervasi explained a supplemental budget could be done to add bookkeeping as a line item but advised it might be best to leave it alone at this time and correct it in the next budget process. **Clay** asked if a sub-line could be added for appraisals under the Land Purchase line. **Gervasi** said it was possible but he still advised to add the mentioned lines during the next budget process.

- **Hurd** made a motion to accept the financial statement as presented. The motion was seconded by **Weber**. All board members seated voted aye. The motion carried unanimously.

Gervasi noted, at the discretion of the Chair, the Executive Session could be moved to the end of the agenda in order to take care of business first. **Hurd** did so.

Hurd asked if the Justification and Findings memo and document had been reviewed by the board

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and explained why he thought it was necessary for this document to be included in the record for the Janac application. He noted that something similar to this should be adopted or approved by the board. **Clay** wondered if this would need to be done for each project so **Hurd** explained it may not be needed in each case but that it would keep things orderly and on record. **Hurd** asked if there was a motion to accept the document.

- **Weber** made a motion to accept the Justification and Finding document as written by **Hurd**. **Decker** seconded the motion. All board members seated voted aye to accept the document so the motion carried unanimously.

Hurd told the board the application form that had been presented at a prior meeting had not formally been approved by the board and asked for a motion to approve the TURA Application form as presented. **Zimmerman** noted it was the same application form used by the Lincoln City UR so the content should be acceptable.

- **Hurd** made a motion to approve the form as presented. **Weber** seconded the motion. All members of the board seated voted in favor so the motion passed unanimously.

Hurd spoke about the letter included in the meeting packet regarding the billing procedures. He explained **Reeves** will assemble all of the bills and present them along with a check for payment at each meeting. When the bills are approved by the board she will get the signatures at the meeting then mail the checks. She will then email copies of the bills to the accountants for processing into the budget lines for the financial statement. **Hurd** asked the board to approve the procedure change to bring the bills and payment of the bills in-house.

- **Zimmerman** motioned to approve the change in billing procedure as presented and it was seconded by **Weber**. All members of the board seated voted unanimously so the motion passed.

Next on the agenda was the authorized signers letter to the Oregon State Treasury updating the names and signatures of the TURA board. **Reeves** explained that a letter had never been sent to the state treasurer since the inception of the TURA in 2006 updating new board members. **Clay** is the only original member of the board. There was a discussion about authorized signers and Local Government Investment Pool (LGIP) accounts. **Reeves** stated that the accountants make transfers from the LGIP accounts to the checking account for process of payments with a phone call from a board member. The board asked **Reeves** to clarify with the accountants what the transfer procedures are and whether or not a resolution is needed to make changes to authorized signers or authorizers of transfers. It was board consensus the letter to the Oregon State Treasury needed to be signed and sent to notify them of current board members.

Hurd asked Henson if he had heard anything about the engineering plans for the Janac building concerning the sprinklers. Henson said this can only be determined by classification and that the county was working on it.

Gervasi explained the Tax statements from the county regarding the incoming taxes for the month and explained the two other correspondences noted in the agenda, an email from the City Planner regarding the sprinkler issue on the Janac building and an email from TLC with sample forms.

Hurd opened the meeting for Concerns of the Board. **Weber** wondered why an Executive Session was going to be opened in this meeting and **Gervasi** explained there were properties to be discussed. **Hurd** spoke about the draft contract coming from Sam Kuzma, an attorney with John Tuthill's office.

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A draft contract was presented to the board. The board reviewed and talked about changes and corrections. Kurt Olson of the Lincoln City Urban Renewal spoke about their process and requirements. There was discussion about the length of the contract, insurance requirements, tax exempt status, loan forgiveness and several redundant items on the contract.

The outline of the commercial property document was tabled at this time.

Hurd mentioned the TURA should look at street lights at the Transit Center as one of the projects in the future and may even want to include downtown lighting. **Weber** and **Decker** mentioned the City Beautification Committee has discussed this. **Gervasi** mentioned he has a book on street lighting he will get to **Hurd**. There was a discussion about the ODOT Hwy101/OR 6 project and what the TURA could do when that project is being done. **Zimmerman** mentioned the TURA needs a process to initiate new projects.

There was a discussion about projects in the City of Tillamook which included Hoquarten Trail Park and Marine Park.

The regular meeting was adjourned into Executive Session at 6:50 pm. **Hurd** read the Executive Session script.

The meeting came back into regular session at 7:35 pm.

- **Hurd** made a motion to instruct **Decker** to make an offer on the Cameron property for \$180,000 and the Kimmel property for \$100,000 plus several business/employee parking stalls for 5 to 10 years. **Clay** seconded the motion. All members of the board seated voted in favor. The motion passed unanimously.
- **Hurd** then made a motion for **Decker** to order an appraisal on the Carver property. **Weber** seconded the motion. All board members seated voted in favor and the motion carried unanimously.

The next meeting date is September 10th, 2009 at 5:30 pm at City Hall. **Hurd** adjourned the meeting at 7:40 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman